Need to Reserve a Room?

Note: If the event involves non-UT participants, vendors, a fee to attend, a fundraiser of any nature, or will take place after normal business hours, please submit the UTHealth Solicitation & Cooley Center Event Request Form through Astra for approval to hold the event.

Link: Schedule.uth.tmc.edu

Viewing the Room Calendars:

1) Log-in using your UTID and password.
2) From the Astra Home screen, click on the Calendars tab.
3) Select Scheduling Grids.
4) In the upper right hand corner, select MS – SRB (IMM) Calendar to view room availability for all public rooms at SRB (IMM).
5) Select the date you wish to view and the calendar will automatically refresh to show you the events for the date selected.
   a. In weekly view, you must select the room you wish to view.
6) If you wish to request a desired room after finding availability, please click on the Request An Event button located underneath the calendar drop down list to submit the SRB (IMM) Event Request Form.

Request a Room for Meeting/Event:

The event form can be accessed from the home screen (Request an Event) or the calendar. Please make sure you are logged in.

7) In the Event Request Wizard, select the SRB (IMM) Event Request Form from the drop down list and click Next.
8) Fill in all blanks in the Event Information section.
9) Fill in all blanks in the Event Meetings section.
10) In the Meeting Recurrence section, please fill in the following:
    a. Select the Start Time and End Time.
    b. On the calendar, select the desired date(s). Dates can be selected up to one year out.
    c. Click the Create button at the top right hand corner of the Meeting Recurrence box.
       ▪ If the meeting occurrence is created successfully, the meeting date(s) will appear in the adjacent box on the right.
11) Assign a room to the newly created meeting occurrence:
    a. Check the box next to the newly created meeting occurrence(s).
    b. Click the Request Room button above the meeting occurrence(s).
    c. In the MSB Rooms pop up window, select “Available” in the grid.
       ▪ A green box with “Selected” will let you know it has been selected successfully.
    d. Click OK in the lower right-hand corner of the pop up window.
       ▪ If room is assigned successfully, it will show up next to the meeting occurrence.
12) Review the meeting information and occurrence(s).
13) Click Submit at the top of the page. Click Done to return to the previous screen.

Astra will send you a notification that your request has been sent to us successfully. The room is not reserved until a Confirmation email has been received from a room scheduler. Users do not have the ability to edit or cancel a reservation once it is submitted. If a change or cancellation is required, send an email to ms.deancops@uth.tmc.edu with the meeting name and desired change or cancellation. If you need assistance with Ad Astra, please call our main office line at 713-500-5048.

Thank you 😊

MMS Conference Operations